

## **Career Online High School Frequently Asked Questions (FAQ)**

### **What is Career Online High School (COHS)?**

[Career Online High School \(COHS\)](#) is an online high school diploma and career certification program available through the Sunnyvale Public Library. The library offers scholarships (free enrollment) to a limited number of qualified students.

Learn more at: <http://www.careeronlinehs.gale.com/ca/>

### **Who can apply to Career Online High School?**

Adult residents of Sunnyvale age 19 and over who have a current library card in good standing and want to earn a high school diploma may apply. Students who are age 18 and under should continue their high school education through their school district.

### **How will people be selected for the program?**

Applicants will be required to successfully pass an online self-assessment and two-week prerequisite course to participate in the program. They will also need to complete an in-person interview. Enrollment is limited due to the number of available scholarships.

### **When can I start my courses?**

We offer rolling admissions, which means you can start any time of the year—whenever it is convenient for you if space is available. A two-week prerequisite course is required before you can enroll in the full COHS program. After you successfully complete the two-week prerequisite course and a personal interview, Sunnyvale Public Library may award you a scholarship to continue with the full program. At that time, the Library will provide you with all of the information you need to get started.

### **How long will it take me to complete the program?**

Depending on whether you have high school credits, how many credits transfer, and how much time you spend in the program each week, you can earn your high school diploma in as little as 5 months. You will be given up to 18 months to complete the program. Most people will spend from 5 to 18 months to complete the program. You will need to complete about 2 courses per month to graduate on time.

**How much does it cost?**

The COHS program offered through Sunnyvale Public Library as a FREE service to the community and to fulfill its mission to be a gateway to lifelong learning. The library awards scholarships for enrollment into COHS to adults who want to earn an accredited high school diploma and a career certificate. Students should demonstrate their commitment to completing the program through their effort and time spent on coursework. Successful completion of the prerequisite course does not guarantee a scholarship will be awarded. If you request a transcript from one or more of your high schools, there may be a small fee (approximately \$15).

**What if I don't qualify for a scholarship?**

There may be other options available to you.

Please contact [SunnyvaleCOHS@gmail.com](mailto:SunnyvaleCOHS@gmail.com) for more information.

**Will there be a wait list?**

Yes. Qualified students who do not receive a scholarship this time will be placed on a wait list. More scholarships may be offered if space is available.

**I dropped out my senior year of high school. Will all of the courses I completed count toward this diploma?**

Once you have completed the prerequisite course and enrolled in the full program, a COHS representative will analyze your transcripts and apply credits for any coursework you completed that fulfills the credit transfer requirements. Elective credits do not apply, since the electives offered are required to earn your career certification. A maximum of 14 credits can be transferred. There may be a small fee to have your high school transcript(s) evaluated (approximately \$15).

**I already have a high school diploma. May I earn only the career certificate?**

COHS is not able to provide career certification separately. Students in the program must earn both their high school diploma AND the career certificate. Additional local community resources may be available to earn career certification. Contact the Library for more information.

**How many credits will I need to graduate?**

Students will be given up to 18 months to complete the program, which will consist of 18 credits. Students accepted into the program may transfer up to 14 credits from their former high school(s).

**How much time will I need to dedicate to my coursework?**

We recommend that you spend 8 to 10 hours per week on your coursework. Your academic coach will help keep you on track! You will need to complete about 1 credit every two weeks or 2 courses per month to graduate on time.

**When can I work on my courses?**

Courses are self-paced and online. They are available to you 24 hours a day, 7 days a week.

**What if I need help with my coursework?**

You will be assigned an academic coach who will assist you through the entirety of the program. Your academic coach will connect you with a certified instructor or tutor, who will provide you with additional academic support when needed.

**What is the career portfolio?**

To give you the tools you need to find a job, the academic coach will help you to create essential documents, such as your resume and a cover letter.

**What type of career certification will be offered?**

Through COHS, students may earn a certificate in the following areas:

- Childcare and Education
- Certified Protection Officer (Security Officer)
- Office Management
- Certified Transportation Services (Trucker/Commercial Driver)
- Homeland Security
- General Career Preparation
- Retail Customer Service Skills
- Food Service and Customer Service Skills

Students and community members can learn more about the Career Certificates at <http://www.careeronlinehs.gale.com/ca/career-certificates/>

**If I choose an area such as child care, how will I train to work with children?**

We provide you with all of the coursework you need in order to qualify for a child care certification. You will need to find a local agency to fulfill any hands-on training hours required.

### **Will students receive their General Education Development (GED) Certificate?**

No. This is not a GED program. Successful graduates will earn a high school diploma and a career certification through an accredited online high school. [Research shows that earnings increase with educational attainment.](#)

### **What is the difference between a GED and a high school diploma?**

While both the GED and the high school diploma are important, there are several differences between them. Importantly, some colleges, institutions and organizations require a high school diploma and may not accept the GED. In addition to providing a high school diploma, COHS gives students the benefit of earning a career certificate and completing additional job preparation documents and training.

Contact the [Santa Clara County Office of Education](#) to find out where GED Preparation and Tests are offered.

You may also visit the [Adult and Community Education](#) website to learn about earning a GED or an Adult High School Diploma through Fremont Union High School District if applicable.

### **What if I don't have a computer or Internet access?**

Please contact the Sunnyvale Public Library to discuss your options.

Students will need to complete 8-10 hours of coursework per week on a computer with Internet access. If computer access is a problem, we will work with you to try to identify a library or community location where you might be able to complete your work.

Students can check to confirm that a computer meets the system requirements here: <http://www.careeronlinehs.gale.com/ca/the-program/technology-requirements/>

### **Will I need to buy textbooks?**

No; however, the Language Arts courses may require novels, which you can check out with the Sunnyvale Public Library or buy through a commercial vendor if available.

### **Are you accredited?**

Yes. Career Online High School is accredited (or licensed) by AdvancED/SACS. AdvancEd is the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) accreditation seal.

[AdvancED](#) provides nationally recognized accreditation for school districts and individual schools and represents 27,000 public and private schools and districts across the United States and in 65 countries around the world, educating 15 million students. Learn more about the District Accreditation Process at [www.advanc-ed.org](http://www.advanc-ed.org).